

Registrars and other designated Club/Association administrators can view applicants who have opted in as a member of their organization. Below are basic instructions on how to review RMA applications.

How to Review Risk Management Statuses for Your Club/Association

- Login with your Association or Club-level access rights.

Login Page: www.wys.affinitysoccer.com

- Select the season “Fall 2014-2015” from the left-hand navigation drop-down menu.
- Click “Player/Admins” in the left-hand navigation menu and then click the sub-choice “Admin Lookup.”

The screenshot displays the 'Administrator Lookup' interface. On the left is a navigation menu with 'Players / Admins' expanded to show 'Admin Lookup'. The main area contains several filter sections: 'Select Club' (Demo Club), 'Select Play Type' (All Play Types), 'Select Admin Type' (All Team Admins), 'Select Age Group' (Select Age Group), 'Select Certification' (All Certifications), 'Disciplinary Filter By' (No Disciplinary), 'Disciplinary Status' (All), 'Season' (Selected Season), 'Search By' (Last, First Name), and 'Search For:' (1 - 1) of 1. A table lists administrators, with one entry: 'Testparent, Father' from 'Demo Club' with Admin ID '44707-016000' and Home Phone '(555) 555-5555'. Below the table is an 'Email Selected Admins' button. A dropdown menu for 'Risk Filter By' is open, showing 'No Risk Filter' selected with a green arrow, and other options like 'Approved', 'Expired', 'Failed', 'None', 'Pending', 'Review Committee', 'Sent', and 'Sent to WYS'.

- In Admin Lookup, you have the ability to search for all RMA applicants by “Risk Status.” Below is an explanation by status. The bold items will be the important filters to review:

Approved = Approved RMA Clearance

Expired = Expired RMA Clearance

Failed = RMA reviewed and rejected (Not Approved)

None = RMA not completed online

Pending = RMA pending approval

Review Committee = RMA pending review

Sent = RMA sent to background checking service

Sent to WYS = Sent to Washington Youth Soccer for further review

- All background checks will be set to expire one year from the date of application.

How to Run an Export Report of Your Club/Association RMA Applications

- To run an export report of your RMA applications:
 - Select your Association and/or Club from the Application drop-down on the “Admin Lookup” page (see steps 1-5).
 - Choose the appropriate option from the “Risk Filter by” drop-down field and click the search button – “No Risk Filter” will show you all applicants.
 - Click the “Search” button.
 - All results displayed on the page will pull into a report.
 - In the “Report” drop-down menu at the top of the page, choose the report named “Team Admin Details with All Fields” and click the printer icon next to the report drop-down to generate this report:

The screenshot shows the 'Administrator Lookup' interface. On the left is a navigation menu with 'Admin Lookup' selected. The main area contains several filter sections: 'Select Club' (Demo Club), 'Select Play Type' (All Play Types), 'Select Age Group' (All Certifications), 'Disciplinary Filter By' (No Disciplinary) and 'Disciplinary Status' (All), 'Season' (Selected Season), 'Search By' (Last, First Name), and 'Status Filter By' (No Application Status) and 'Risk Filter By' (No Risk Filter). A 'Report' dropdown menu is open, showing options like 'Team Admin - Detail Labels - Avery 5160' and 'Team Admin Detail With All Fields', with a green arrow pointing to the latter. A 'Search' button is at the bottom right. Below the filters is a table with one row of data.

Admin Name	League	# Teams	Admin ID	Home Phone
Testparent, Father	Demo Club		44707-016000	(555) 555-5555

- Once the report is created, you can export to Excel or as a CSV file:

Admin Details with All Fields					
Season	League	Club	Team	Team Code	Role
Fall 2013-2014	Demo	Demo Club			

If you have additional questions with this process or need help with your access, please contact Affinity Sports or Washington Youth Soccer:

Affinity Sports

support@affinitysoccer.com

Toll Free: 888 213 3999

Submit a Help Ticket by clicking on [Tech Support Contact](#) in the left hand navigation

Washington Youth Soccer

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